



Department of
Human Resources

October 23, 2015

MONTHLY HRO NEWSLETTER

Tennessee Employees Charitable Campaign

Greetings! It's the beginning of a new campaign year for the Tennessee Employees Charitable Campaign (TECC). This year's campaign is from October 26th - November 20th, presenting a great opportunity to impact the lives of our families, friends, and fellow Tennesseans. Last year, 2,247 state employees pledged \$332,497 to charitable organizations, supporting health, medical research, human services, and social and environmental issues.

You can participate in the campaign by making a one-time donation or a monthly donation in the amount of your choice. Another way to contribute is the "Buck-A-Week" program. If every state employee who did not participate in last year's campaign considered the "Buck-A-Week" option outlined on the pledge form, our combined generosity would provide more than \$2,000,000 in donations to these worthy charities.

Encourage your agency's employees to take advantage of this great opportunity to make an impact and continue the Tennessean spirit of volunteerism.

Should you have any questions about this year's campaign, please contact the Employee Relations Division at 615-741-1646.

Pyramid of Learning

The Statewide Pyramid of Learning is a professional development strategy designed to equip all supervisors within the Executive Branch with the skills to become successful people leaders. The first of its kind in Tennessee state government, the Pyramid of Learning provides a learning track that addresses the challenges of the front-line supervisor, the stressors of middle management, and the demands of senior leadership. The Pyramid of Learning is a four-tiered certificate program consisting of 28 learning modules allocated in four levels: Level 1 Fundamental Management Skills; Level 2 Advanced Management Skills; Level 3 Fundamental Leadership Skills; Level 4 Advanced Leadership Skills.

The Pyramid of Learning is delivered to employees through the train-the-trainer model. Agency facilitators will be certified by Strategic Learning Solutions (SLS) to deliver the curriculum to their respective supervisors. Facilitators will be required to successfully pass a two-day How to Facilitate certification workshop. They then will attend a content workshop to master the content for each learning module.

For agencies that do not have certified facilitators, SLS will conduct their workshops. Supervisors may take full advantage of this learning opportunity at no cost to the agency.

For more information regarding the Pyramid of Learning, please visit <http://www.tn.gov/hr/topic/registration-resources> or contact Antonio.O.Meeks@tn.gov.

HR Professionals & Social Media

Please join us in congratulating Brigitte Tubbs-Jones on her recent publication in *HR News* magazine. See the article on social media and human resource professionals at <http://ipma-hr.org/files/flipbooks/hr-news-2015-09/index.html>.

Affirmative Action Planning

The Tennessee Affirmative Action Planning System is now available for inputting data. Coordinators may access the system at <http://aap.dohr.tn.gov/aaps/Login.aspx>. Plans are due by November 20, 2015. At this [link](#), you will find the Planning Timetable for this fiscal year.

If you have questions or concerns, please contact Lesley.T.Farmer@tn.gov.

Happy New (Performance Management) Year!

We have some exciting enhancements for you this year as we continue our efforts to improve your Edison experience. In partnership with the Edison team, the following new [queries](#) were developed to include all PM procedural steps in one report.

Guess what else? You can now search by Employee ID when using the following paths in Edison:

- HCM > Workforce Development > Performance Management > Performance Documents > View Documents
- HCM > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Transfer Document
- HCM > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Reset Document Status
- HCM > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Cancel Document
- HCM > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > Delete Document

As we approach the deadline for Individual Performance Plans for the 2015-2016 PM cycle, you are reminded that:

- IPPs should be complete by **October 31, 2015**.
- Each employee should have between 4-6 work outcome statements written using the S.M.A.R.T. formula, written to the mid-range level of performance and prioritized in order of greatest importance.

All eligible employees not on a probationary cycle should have an Annual PM document in Edison.

If you have any questions or need assistance, please contact the Employee Relations Division at 615- 741-1646.

PM Tip of the Month: Communication is the key. If you don't know, ASK. If you're not sure, ASK. If you think you know, ASK. We want you to be as successful as possible this PM cycle.



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